



Solicitation Information
9/17/2012

RFP# 7458076

TITLE: Youth Success /New Opportunity Homes

SUBMISSION DEADLINE: October 18, 2012 @ 12:00 Noon (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes,
DATE: September 26, 2012 TIME: 11:00 AM (EDT)
Mandatory: No

Location: RI Department of Administration, Division of Purchases, Second Floor, Bid Room

Questions concerning this solicitation must be received by the Division of Purchases at David.Francis@purchasing.ri.gov no later than **October 4, 2012 @ 12 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the **RFP# 7458076** on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

David J. Francis
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

ANNOUNCEMENT OF REQUEST FOR PROPOSALS

Section I Introduction

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Human Services, is soliciting proposals from qualified vendors to provide population-focused programming. The programming will include both “Youth Success” – based on scientifically determined effective interventions that decrease teen pregnancy and increase teen social skills and life skills, resulting in long term positive outcomes for pregnant and parenting teens and other youth throughout the state, and “New Opportunity Homes” – residential placement for ten to twelve pregnant/parenting teen females who are not able to reside with a parent, legal guardian, or adult relative caretaker, in accordance with this Request and the State’s General Conditions of Purchase, which is available on the Internet at www.purchasing.ri.gov.

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The “Official” time clock is in

the reception area of the Division of Purchases.

- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov . Visit the website <http://www.mbe.ri.gov>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov
- Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

Rhode Island Department of Human Services Non-Discrimination Notice

The Rhode Island Department of Human Services (DHS) does not discriminate against any person on the basis of race, color, national origin (Limited English Proficiency persons), age, sex, disability, religion, political beliefs, sexual orientation, gender identity or expression in admission, treatment, or participation in its programs, services and activities, or in employment. For further information about this policy, contact: Community Relations Liaison Officer, (401) 462-2130 or (for deaf/hearing impaired) (401) 462-6239 or 711.

Pre-Proposal Conference

A Pre-Proposal Conference for the purpose of clarifying the scope and intent of this Request for Proposals, as well as the evaluative criteria to be employed in the review of responses to this Request, will be conducted on the date and time indicated on page one of this solicitation.

Applicant Eligibility and Requirements

Applicant eligibility is limited to non-profit community based organizations (CBO).

Applicants must ensure and provide **evidence** of the following for the organization's proposal to be considered:

- Letter granting 501 c 3 status
- Organizational capability, for any entity proposing to operate a New Opportunity Home, to implement both proposed programs. It may be that an entity serving either the northern or southern areas of RI could propose to operate only the Youth Success without NOH, if limited need for NOH is asserted. Entities may apply either independently or through a consortium, but all lead agencies must provide accountability and comply with all Federal, State and Local statutes, regulations and standards which apply to the provision of services. In short, New Opportunity Homes must be run in conjunction with a Youth Success program; conversely, it is not required that every Youth Success provider also provide an NOH home.
- Technical capacity and direct access to the Internet, and staff capable of entering data into a database and electronically transmitting it via the Internet or email.
- Ability to reach and serve the population – evidence of an organizational background, sufficient staffing, and previous experience with at risk youth and pregnant and parenting teens to be served, including previous experience with the community where they will be served, and previous experience with the network of other community based organizations in the area to be served.
- Successful proposals will describe an evidence-based model of teen service designed to achieve DHS goals.
- A written description of how the offeror will carry out strategies for keeping teens in school, reconnecting teens who have already dropped out of school, and use other alternatives such as General Equivalency Diploma (GED) and apprenticeship training, etc., as well as how the program will help specific teens receiving cash assistance to meet their work participation requirements as defined by DHS.
- Successful proposals will describe specific outreach and service strategies, to at-risk youth and to young fathers; specifically what strategies that offeror(s) will use to (1) prevent pregnancy, (2) keep teens in school, (3) connect teens who have dropped out of school with GED and eventual vocational education or apprenticeship programs leading to employment, (4) assure RI Works teens are

- fully engaged in DHS-approved activities year round, and (5) provide safe, supportive, supervised housing for those teens who cannot live at home.
- Successful proposals will describe how agency/agencies will interface with DHS social caseworkers on a daily basis to receive or terminate referrals and to collaborate on service and employment plans.
 - Support letters from school districts will provide evidence of linkage and collaboration between the school systems and the offeror.
 - Successful proposals will offer evidence of collaboration with the Statewide Youth Forum administered by DLT throughout the various netWORKri one-stop career and youth centers.
 - Successful proposals will demonstrate a plan to offer children and youth opportunities to gain skills and practice behaviors that lead them to productive adulthood. The plan should include specifics of what will be offered, to whom, how often, where, for how long and how skill gains are measured.
 - Successful proposals will explicitly agree that agencies will participate in all training, data collections, reporting and evaluations conducted by the Department of Human Services and/or its Agents related to the applicant's proposal, but in addition, also describe how the offeror will measure its own success in achieving program goals.

Section II Background and Purpose

Background

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 [Public Law 104-193] was ground-breaking in its insistence that each State apply itself to the reduction of out-of-wedlock pregnancy and out-of-wedlock birth, especially noting the rise in pregnancies and deliveries of teenage mothers. The PRWORA also redefined the biological parent's role in providing supervision for their teens who become minor parents. A minor parent has been expected to reside within, and be supported by, their own legally responsible parent(s) since the PRWORA was implemented, unless specific findings are made that the parent does not provide an appropriate living situation for the minor parent and his/her child. In the case that the minor parent and his/her child cannot receive an appropriate living situation in the parental home, PRWORA requires that each State shall provide, or assist the teen parent in locating, an appropriate adult-supervised supportive living arrangement. Further, the PRWORA required that each State ensure that any teen parent who had not completed the high school diploma, GED, or equivalent level of vocational or technical training, be mandated to attend satisfactorily a secondary school or a course of study leading to a certificate of general equivalence.

The Administration for Children and Families (ACF) noted in 1996, in Transmittal ACF-AT-96-1, that over half of all heads of household open to AFDC at that time had their first child while still a teen. Further in the same transmittal, the ACF reported that almost 80% of children under 18 who had been born to unmarried, teenage, high-school dropouts remained living in poverty. The correlation suggests that it is imperative that first pregnancy be delayed until adulthood/independence is achieved and that completion

of the secondary school benchmark should be mandated to create adult self-sufficiency and familial self-sufficiency. The Family Support Act of 1988 [P.L. 100-485] had already required that parents under age 20 without a high school diploma participate in educational activities leading to a high school diploma, unless education was deemed an inappropriate activity for the individual. This Act recognized the critical need to support teen parents in improving their parenting skills, obtaining education and developing adult daily living skills and self-esteem. Eight years later, PRWORA reaffirmed the need for these supports to be provided, and for these goals to be met, while expanding and revising the specific requirements.

In 1997, the RI General Assembly passed the Teen Pregnancy Prevention Partnership Act, PL 97, Chapter 176. A Partnership was formed between the Departments of Health, Human Services, Education, and Children, Youth and Families, to develop a comprehensive statewide plan to prevent and reduce the incidences of unintended pregnancies among adolescents. Over time, this Partnership grew to include local agencies, public health partners, juvenile justice efforts, community and faith-based organizations, and parents and youth. The Comprehensive Statewide Teen Pregnancy Prevention Plan was published in June 1999. The Recommendations Review Summary Report dated September 2004 reviewed the progress achieved during five years of the Partnership's efforts to prevent and reduce teenage pregnancies, and noted the goals yet to be met and revisions that seemed advisable.

The RI Teen Pregnancy Prevention Coalition was the offshoot of the Partnership which had begun in 1997, and the Partnership/Coalition remained active through 2009. In 2010, the Partnership, then Coalition, became The Rhode Island Alliance, framed around a mission to increase awareness of teen pregnancy and parenting in Rhode Island and to gather, maintain and disseminate data related to these issues, to prevent teen pregnancy and to empower young families. In January 2012, the RI Alliance issued its Strategic Plan for 2012, "Changing the Lens: A Reframed Approach to Teen Pregnancy Prevention." The plan can be viewed at http://www.rialliance.org/Portals/0/Uploads/Documents/Public/RIA_Strategic_Plan_1-12.pdf

The Strategic Plan delineated eight objectives that would address the goals of the mission:

1. Reframe teen pregnancy as a public health issue,
2. Adopt a social determinates of health approach to teen pregnancy prevention,
3. Give youth access to confidential care and contraception,
4. Focus attention and resources on the provision of health and reproductive services to older youth,
5. Strengthen school-based sexuality and family life education,
6. Increase educational attainment for teen parents,
7. Increase the number of youth development strategies in programs, and
8. Support empowering young families.

Objectives numbered three through eight have been primary foci of the DHS programs serving pregnant and parenting teens, historically. Service has been delivered to teen youth until the age of 20, encouraging that the youth plan to prevent both first and repeat pregnancies. Services are provided within the school setting in any school that will accept an ASSC or YS worker. The primary focus of the work is to stabilize the pregnant or parenting teen in all outward aspects of her/his life, so that the educational benchmarks that create financial independence may be attained, thereby empowering the young family to become fully self-sufficient. Finally, services are delivered in every community within the State, and are provided through many different forms of outreach and support.

Purpose

The major purpose of this Request for Proposals is to assist the State of Rhode Island and the Department of Human Services to procure critical services for a special population as required and defined within both RIGL 40-5.2-10 and RIGL 40-19.1, within the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 [P.L. 104-193], and within the federal Temporary Assistance for Needy Families (TANF) Program. As such, these special services are intended to

1. prevent pregnancy or second pregnancy through education, counseling, or positive engagement of both young men and young women,
2. help teens to succeed in school, complete secondary education, and/or complete training programs resulting in certificates which increase employability,
3. develop teens' personal daily living and parenting skills which increase stability, especially preventing second pregnancy,
4. assist teens to become economically self-sufficient and socially independent adults who are more likely to avoid long-term dependence on public assistance, and
5. provide an approved adult-supervised supportive living arrangement, as defined in the DHS Code of Rules, Sections 1414.05.20 – 1414.05.25.

Section III Scope of the Work

Population to Serve

In general, the population to serve is described as Rhode Island children and youth (10 – 20 years of age), receiving a public benefit (cash benefits, child care assistance and/or medical coverage), some of whom have either child care subsidization or medical coverage but not cash assistance; some of whom are in school, some who are not; some of whom are pregnant and/or parenting children and youth, and some of whom are at high risk of too early pregnancy and parenting. Youth who are seen as high risk include minorities, minors, youth who have not graduated from high school or who are not having success in the high school environment, youth living in poverty, who come from single-parent households, and those who have the fewest/weakest support systems. All within this population are at high risk for failure to achieve youth success.

The Department has stated as its goal for this set of services, that **all pregnant and custodial parenting children and youth** requiring and/or requesting assistance in all regions of the state be provided services. During the calendar year of 2009, 1,046 cash-receiving teens were served, while data indicates 376 MA-only teens were served, as well as 945 “voluntary” or At-Risk Youth. This yields a total population served as an expected 2,367 youth. The Department wishes to continue serving **200 to 300** children and youth who are not pregnant or custodial parents, but are at high risk of becoming parents – both **males and females**, most of whom attend school, some who do not.

The combined efforts to serve both pregnant and parenting youth and to provide services to reduce pregnancy rates for those youth who are at risk for a first pregnancy are the components of the Youth Success Program (YS).

The population to be served under the New Opportunity Home Program (NOH) will be ten to twelve pregnant or parenting female teens and their children, who are not able to live with a parent, legal guardian, or other adult caretaker relative, as described in the DHS Code of Rules, Section 1414.05.15.

Planning and Collaboration

1. Collaboration

Lead agencies will be chosen (one, two, or three) to assure availability of services for each region of RI (as described in Addendum 1). Community-based organizations (CBO) may sub-contract to provide specific funded services to specific populations in specific cities/towns within a region, may sub-contract to provide specific funded services to specific populations within the entire region, may sub-contract to provide specific funded services to specific populations within several regions or statewide. Since RI’s population is diverse, it is important to assure racial and ethnic minorities are served by organizations that are linguistically competent and culturally sensitive to special target groups, such as Hispanic, African-American, or Southeast Asian families. Consortiums of non-profit organizations in the region(s) are strongly encouraged. This allows a larger number of participants to be served and may allow for both specialization and neighborhood level access. Funded collaborations to present pregnancy prevention and youth development activities are encouraged. Signed sub-contracts must be included as an adjunct to the DHS Budget Summary and Narrative submitted by each grant funded lead agency.

The agencies (and their sub-contractors) awarded this contract will ensure service delivery for both the Youth Success Program and the New Opportunity Homes Program, simultaneously and cooperatively. The staff for the two component programs will share a hierarchical chain, thereby requiring that one coordinator or supervisor ensures a consistent delivery of service to the teens, regardless of whether NOH staff or YS staff is interacting with each youth. The person at each agency who is tasked with overseeing the combined workforce of the YS and NOH programs will be expected to be an active participant in the monthly Coordinators’ Meetings held at DHS. It is expected that there

will be an appreciable cost savings to the agency or agencies awarded this contract, as management will be shared (staffing may also overlap), and other line items such as office supplies, auditing, trainings and so on, will not require the duplication that would be inherent in two separate bid proposals.

The agency or agencies awarded contracts will also be expected to work collaboratively with the home visiting consortium that is in development through the combined efforts of the Department of Health, the Department of Children, Youth and Families, and the Department of Human Services. This statewide team of maternal, infant and early childhood home visiting programs will include agencies delivering services under the models of The Nurse-Family Partnership, Healthy Families America, Parents as Teachers, Early Head Start, etc. Clients statewide will be assessed to determine each new parent's strengths and deficits and the needs of the family into which a newborn has been born. A "best fit" to an evidence-based program will be determined, when needed, based on the new parent's developmental level, economic background, as well as other risk factors. As this framework is built, the Youth Success Program (which currently serves the largest proportion of home visited clients in RI) is expected to be an energizing force, leading efforts to a client-centered and need-targeted method for matching clients to the programming or model that will best serve each individual's development.

2. Memoranda of Agreement

MOA must be included as evidence of collaboration between the regional lead agency and each collaborator in that region providing services to the population, whether funded under this proposal or not. The purpose of a MOA is to better assure that the program participants receive the services they need to ensure independence and self-sufficiency.

The MOA must address which agency serves as the lead agency, with authority over other agencies within the consortium. There must be a clear schedule for regular communication between members of the consortium, with a plan through which to resolve dissatisfaction or complaints, resolve conflicts, or under which circumstances a consortium could be dissolved. The lead agency must indicate its path through corrective action plans to discontinuation of a subcontract, should there be any breach of contract. A chain of command should be clearly identified between each line worker, through the chief executive of that worker's agency, to the consortium and the chief executive of the contracted lead agency. All staff should be clear to whom they are responsible, and from whom they receive guidance and support.

MOAs that not only clarify the burden of responsibility and the rules under which the sister agencies of a consortium co-exist, but also describe in detail the ways in which sister agencies can complement each other's provision of services, will be most highly rated. No one agency can provide all services to every client. It is critical to identify and acknowledge which sister agency will provide support when a need is identified that cannot be met at the client's assigned place of service.

MOAs will be signed by all participating member agencies, and will be reviewed by the consortium at least annually to determine if there are amendments needed to further the smooth collaboration between member agencies.

Services to be Provided

Youth Success: The lead agency/agencies will implement with fidelity an evidence-based program or programs, to be approved by the State, which will address the common barriers faced by clients of the Department. This model (or these models) will be chosen with all of the first four purposes (as outlined in Section II) in mind, with a goal to reducing repeat pregnancies, increasing employability, and increasing family functioning. All clients served by the YS and NOH programs will receive the interventions of the chosen evidence-based home visiting program or programs. Offerors should consider their ability to implement more than one model, or to partner with other agencies that provide different models than the offeror's own, to best fit the model to each client's need.

The following elements must be integrated into each participant's plan:

1. **Assessment:** All Youth Success program participants must be assessed initially and periodically, and must receive services based on each youth's need to achieve outcomes stated under this request. Contact hours are recorded for each and every youth, excluding those who are "seen" only peripherally through their attendance at a workshop. Almost all youth, therefore, shall be assessed for independent living skills, parenting and/or social-emotional development, and shall be reassessed on a schedule of not more than six months, for growth in knowledge, skills and abilities associated with independent living, parenting, and/or social-emotional development.
2. **Assistance to Rhode Island Works Program (RIW) Recipients:** All participants in the Youth Success Program who receive cash assistance must be assisted in complying with the Work Participation Requirements. The agency/agencies must cooperate and communicate with DHS regarding the teen's participation in required activities, including attendance compliance, and regarding needed supportive services such as childcare and transportation assistance. It is most important that participants' enrollment is maintained; therefore addressing obstacles to compliance is mandatory.
3. **Case Management:** All participants must receive gender specific, culturally sensitive and linguistically specific case management services in order to benefit best from this program. Each participant must have direct in-person contact, at minimum monthly, with the provider in home visits made at the participant's residence, with visits to the youth's school/training setting, and in community contact. Collateral contacts with the youth's parents, child(ren), family members, peers, school, medical and community resources must be maintained to ensure the youth's well-being and are supplementary to the minimum monthly contact with

- the youth. Of primary import are a) ensuring the youth and her/his child(ren) maintain medical care, including immunizations, b) that proper referrals are made for any issues or concerns that arise, and c) ensuring each participant remains engaged in education, training or employment as a foundation for adult success.
4. **Paternity, Child Support and Domestic Violence:** All participants in Youth Success must receive paternity and child support information and services. If any evidence of domestic violence is noted, attention to that issue must be paid and appropriate referrals/intervention must be offered to the teen. It is expected that the awarded agency/agencies will develop and maintain a good working relationship with the providers for the Family Violence Option Advocacy Program, to that end.
 5. **Adult Supervised Living Arrangements:** Pregnant and parenting minors applying for and/or eligible for public assistance cash benefits must be assisted in identifying, locating and maintaining appropriate adult-supervised living arrangements as required by law. When requested, providers will complete a home study of a minor's current living arrangement, and provide a recommendation to DHS as to the arrangement's appropriateness. Ongoing observation/evaluation of the home environment will be kept, and as needed, referrals to the New Opportunity Homes will be made.
 6. **Fatherhood Outreach:** The offeror must describe its plan to engage both custodial and non-custodial fathers in service to improve the young man's parenting skills, adult daily living skills and employability, so he might assist in providing for his child and enjoy a healthy relationship with the child as it grows. An offeror might describe plans to develop father-only activities, might include fathers in the home visits with the enrolled mothers, or might recognize the young fathers as integral to programming, and build plans to work with both parents as the standard of intervention. Within one year, awarded agencies should see the father participating, even if sporadically, for 33% of engaged mothers. By the third year of this contract, awarded agencies should have functioning programming that engages every reachable young father possible, for each baby identified on its caseload. If a father is not engaged, there must have been demonstrable and measurable attempts to have engaged the young man.
 7. **Outcomes:** Providers are expected to show measurable gains in one or more areas for all youth who are served a minimum of six months. This includes independent living skills, parenting skills and/or social-emotional development. For any youth served one or more hours (with the exception of youth who attend only a workshop), providers must track and report contact hours, high-school graduation or GED/EDP acquisition, high-school drop out numbers, pregnancy rates, and entry into employment numbers.
 8. **Outreach to "At-Risk Youth":** For all workshops or outreach activities provided to at-risk youth, whether in the community-based organization or at the youth's

school setting, a list of attendees will be collected to allow follow-up at both six month and one year points. Follow up will determine the occurrence of teen pregnancy in the youth that received programming intended to reduce teen pregnancy. Should outcomes not show improvement in the population that receives the outreach, new programming will be developed in concert with DHS to improve teen pregnancy outcomes to show continued diminution of teen pregnancy occurrence.

New Opportunity Homes must provide adult-supervised supportive living arrangements, licensed by the Department of Children, Youth and Families (DCYF) for ten to twelve pregnant minor girls, and/or parenting minor girls and their children. DCYF must be a part of the planning, maintenance and ongoing operation of New Opportunity Homes. DCYF representation is required on the Multidisciplinary Intake Team for NOH. Any facility serving as a NOH must show evidence of licensure upon operation, by meeting or exceeding the standards and requirements for health and safety set forth in Child Care Regulations, State of Rhode Island Regulations for Child Care Programs issued by DCYF.

All staff working within any NOH residence are required to have the following education/experience: each staff person must have an Associates degree in a human service or related field and experience employed in a caretaking setting involving responsibility for providing care, supervision and guidance of clients and/or patients, OR any combination of a high school diploma with experience that shall be substantially equivalent to the above education and experience. The on-site manager of the NOH site must have at minimum a Baccalaureate in a human service or related field and experience in social work, case management, or therapeutic group home work, OR any combination of education and experience that shall be substantially equivalent to the above education and experience.

NOH must provide a gender-specific environment which comprehensively addresses the special needs of young women, based on the following principles:

- Space that is physically and emotionally safe and provides girls with opportunities to address their needs and goals
- Opportunities for girls to talk and voice their ideas, feelings and challenges
- Opportunities to learn about and develop healthy relationships (within and outside the program), modeling positive behavior of program staff and peers
- Opportunities to process family dynamics, trauma and victimization
- Opportunities for empowerment and self-growth beyond the experience of victimization
- Opportunities to learn about female development, health and sexuality
- Opportunities for girls to understand their culture and appreciate and respect the cultures of others
- Mentors who share experiences that resonate with the realities of girls' lives and who exemplify survival and growth
- Gender-specific programming and curricula

- Staff training and program policies that are gender and culturally sensitive

Such an environment will ensure positive relationships between and among residence staff, household members, their families, the neighborhood and the community as a whole and will, whenever possible and appropriate, include ongoing positive interaction between the resident's child and his/her father.

All youth residing in a NOH residence will also be provided case management by a YS case manager. As these staff will be co-located within the same agency, and will share a supervisory hierarchy, coordination of service will work in the resident's best interests.

The YS case manager will provide wrap-around services to address reducing the risk of a repeat pregnancy, will improve the youth's social skills and character development by assisting the youth in reaching decisions and goals, while moving toward self-sufficiency, and will encourage and support the youth's completion of educational benchmarks that will make the youth more employable.

The NOH staff will assist the youth in development of daily living skills which include personal hygiene and grooming, housework, medication management as needed, shopping for food and preparation of food for the youth and her child, basic parenting skills, transportation access, safety procedures and so on.

Some matters will be covered and supported by the team of the YS case manager and the NOH staff: health management and maintenance, budgeting, workshops and therapeutic interventions are examples of more global efforts that should be shared cooperatively by the team.

Youth in residence at an NOH should be regularly assessed by pre- and post-tests, using valid and reliable assessment instruments, to determine skill development, by review of medical or treatment reports, school reports and through observation of participants' behaviors.

Deliverables

All reports will be submitted electronically via the Internet. The approved agency/agencies will be responsible to submit the following documents in batches to the DHS State Coordinator for Youth Success.

1. Participant Enrollment/Activity Status Reports: Enrollment must be confirmed and detail regarding attendance (bi-weekly) and progress (monthly) must be submitted via the EARR system. All milestones, objectives and outcomes achieved must be noted within the EARR reports. Further, any lack of compliance must be reported immediately for DHS Social Caseworker intervention.
2. Vendors will be required to submit quarterly narrative reports to include:

- The unduplicated number of all program participants per quarter, delineated as RI Works, other DHS programs, community at-risk, and NOH
- The number of new participants each quarter,
- The average number of contact hours
- The average number of months that participants have been in the program,
- The unduplicated number/percentage of RIW youth attending each activity required for work participation, in accordance with their TANF work participation requirements,
- The number and percentage of participants graduating high school or acquiring their GED each quarter as well as the number dropping out of school
- The number and percentage of new pregnancies among youth served
- The number of youth assessed and reassessed showing gains in independent living skills, parenting skills or social-emotional development.

Annually, providers will submit a spreadsheet of all youth, by name, who were served a minimum of one visit or assessment at any time during the year. The list will be unduplicated. The names will be annotated with an asterisk if the only service provided was the youth's attendance at a workshop or presentation related to the goals of Youth Success.

3. New Opportunity Homes Quarterly Process Reports: Submitted for each NOH home site, this report will list the names of new and continuing residents, provide demographic and resident transition data, and report any significant changes in personnel, in home maintenance or in licensing status. Not less often than annually, the provider will survey residents for their concerns regarding their home physical environment, policies, and services.
4. Billing Forms and Request for Payment Forms must be submitted monthly.
5. Each agency serving as lead agency over NOH homes will be mandated to inspect all properties on a regular basis (no less than quarterly, monthly preferred), documenting objective, observable measures such as bed utilization, minimum housing standards, repairs required and completed, and licensure, and also documenting outcomes of young parents who are taught daily living skills and parenting skills within the home. Provision of supportive services such as transportation to medical/clinical appointments or school will be monitored and documented as well. These inspection reports will be held by the lead agency and will be provided to DHS as part of the quarterly process report for NOH.

Section IV Funding and Budget

The Rhode Island Department of Human Services has available \$1,919,950 per year to be paid both by grant (\$1,619,950) and by fee-for-service (\$300,000) to fund the combined

Youth Success and New Opportunity Homes initiative statewide for the purposes outlined herein.

Contract Terms and Payments

Up to three non-profit community-based organizations (or consortia) may potentially be funded under this bid. Targeted services must be provided in each of the three regions of the state – Northern Rhode Island, Providence Region, and Southern Rhode Island, as defined in Addendum 1. Agencies may bid to serve one, two, or all three regions. No more than three lead agencies will be allowed. The contract(s) are expected to begin on, or about, October 1, 2012 and will continue until September 30, 2015, contingent upon availability of State and Federal Funding. Contracts may be extended for an additional two years, based on performance, availability of federal and state funding, program effectiveness and the Department's need for such services. The services provided under this contract and the number of beneficiaries served under this contract may be changed. Applicant eligibility for funding of services to be provided is limited to non-profit community based organizations.

Payment of the grant award will be made to lead agency/agencies. The State will make the first pro-rated payment, for purposes of start-up costs, following issuance of a purchase order by the State's Chief Purchasing officer or his/her designee at the Department of Administration, Division of Purchases. Thereafter, the balance of the grant will be paid each month on a cost-reimbursement basis, following receipt of required program reports and a Request for Payment (DHS forms R-1 and E-2), by the Department of Human Services. In the circumstances of pre-approved sub-contracted services, lead agency/agencies are responsible for timely payment to their sub-contractors.

Payment of the fee-for-service monies will also be made to the lead agency/agencies. The agency/agencies will submit a Request for Payment for services rendered to each monthly in the amount of \$137.50 per pregnant/parenting youth per month, as fee-for-service billings, with a cap on the total amount payable to the lead agency/agencies of \$300,000. **It will be a requirement for payment, that the youth be in compliance with the Work Participation Requirements that month, or (unless good cause can be shown) that the youth will have been immediately referred back to the DHS Social Caseworker for conciliation and/or sanction.** In the circumstances of pre-approved sub-contracted services, lead agency/agencies are responsible for timely payment to their sub-contractors.

The State reserves the right to negotiate budgets and deliverables.

Section V Technical Proposal

Narrative and Format

Narrative: The technical proposal should address specifically each of the required elements:

1. Program Summary: A one-page summary should highlight the contents of the proposal and provide State evaluators with a broad understanding of the offeror's technical approach and ability. Include a description of the goals and purposes of the organization and how they relate to the needs and experiences of the target population. Give a brief overview of the strategies you would use to meet the combined goals of the Youth Success and the New Opportunity Homes Programs.
2. Needs/Resources: Describe the needs of youth, male and female, in the community(ies) proposed to be served, noting both community strengths which will assist and community barriers, such as lack of resources for youth, which will impede the goals for the Youth Success and New Opportunity Homes Programs. Indicate your plan to include community strengths in your program, and your plan to overcome community barriers. If the proposal does not include both YS and NOH, the explanation should be included here.
3. Proposed Program Description: This section shall describe the offeror's understanding of the State's requirements, including the results intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach/curricula to be used for each task, and the technical issues that will or may be confronted at each stage of the project. List and describe any assessment instruments you will employ with your program participants. Address the issue of validity and reliability. List other initiatives within the community with the same or similar goals and explain how you will coordinate with them for maximum impact on the population. Describe additional funding sources and other in-kind resources other than those funded by this request that will enhance the capacity and/or effectiveness of your program. Program descriptions must include program models of all sub-contractors, unless they are the same as the offeror's, then, if the same, offeror must so state.

Required elements of the Program Description include:

- Outreach and recruitment
- Overall program operation and content
- Linkage, tracking and follow-up of activities
- Support and communication with DHS Social Caseworkers
- Project review, how you assess your own success, and how you will perform corrective action, as needed

4. Implementation Plan, including:

- a. Staffing: Identify an agency contact person with primary responsibility for the program and a contact person for each sub-contractor. Ensure provision of staffing for the program adequate to implement all activities in the program description. Ensure that staff complies with the federal confidentiality requirements, American with Disabilities (ADA) requirements, and that staff have been properly certified, licensed as required, and cleared for employment history and criminal record checks. Ensure that staff participates in any required training and/or evaluation specified by DHS. A job description must be provided for each staff position, including the duties and qualifications, education and training requirements, credentials and skills of each staff person and how much time each will devote to each duty per month. Indicate the number of individuals who will hold each position. Attach resumes wherever staff are known at the time of the proposal.

Each Youth Success agency or sub-contractor providing direct service to clients will have at minimum one 100% Full-Time Equivalent (FTE) employee devoted solely to this project.

- b. Budget Summary and Narrative: The offeror must submit an annualized line-item budget, reflecting all costs from the grant to be charged to any resulting contract. Sub-contractors' itemized budgets for their grant funding must be attached as well. With the exception of agency overhead, all other costs should reflect the direct costs of implementing the proposal. Agency overhead (indirect) includes general supervision, support, occupancy and other agency costs that are distributed in a prorated way to all agency programs. If agency overhead exceeds 10.0% of direct costs, the basis for this must be explained. The budget narrative should also describe, by funding source and amount, any additional funding that will directly supplement this proposal. If additional funding is not attached to employee salaries, it may be listed beneath all program employees. These funds are not to be included in the "Total" at the bottom of page 2 of the budget.

"Bonus Points" will be awarded to any offeror who can show the capacity to:

- Enhance the capacity or effectiveness of their program with funds from other sources (as described above)
- Enhance existing and already funded programs (e.g., Title X programs) with pregnancy prevention and youth development components likely to achieve the goals of this request, and/or

- Enhance the effectiveness of their strategies through collaboration with in-kind resources other than those funded by this request.

Discussion of each of these three enhancements should be cited in the Proposed Program Description.

- c. NOH Operations Policy, Procedures and Documentation: The offeror must present in an appendix at minimum the following (but not limited to the following) forms: A written description of *policy and procedure*, which defines and explains assessment, intake, house rules and regulations, and consequences for noncompliance; rules governing household amenities (TV, computers, washer/dryer, kitchen space, closets); a residency agreement; rules on administering medication, parental authorization for medical treatment; obtaining confidential medical information/ history; parental (or DCYF) approval for placement; parental (or DCYF) approval of visitors; off-site trips and overnights; on-site/off-site child care; and transportation, emergency care, and disaster plan. *Documents* to include should be the intake form, discharge form, teen resident satisfaction survey, NOH residency agreement/contract, release of confidential information, parent's letter of understanding, parent's authorization for medical treatment, monthly process and outcome summary, annual process and outcome summary, evaluation forms, after-care follow-up form, and so on.
- d. NOH Residential Incentive Plan: New Opportunity Homes must be residences with appealing features, located in neighborhoods where most families would enjoy living. The program must represent a very real "new opportunity" for teen parents, where they can feel safe and secure in their home, neighborhood and school. Teens must find their continued residency a rewarding and positive experience. Applicants must identify and provide regular opportunities for non-monetary but tangible rewards for residents' participation in required activities, skills acquired, per leadership characteristics observed, and other accomplishments during their residency. A "bonus" (monetary or non-monetary) upon their graduation from NOH should also be included in the incentive package.
- e. Multidisciplinary Review Team: A team of professionals must be identified to meet regularly in review of NOH applicants. This team should include representatives from all NOH sites, representatives from the Youth Success case management teams, the Department of Human Services and the Department of Children, Youth and Families. Together the team will decide to accept or reject each girl's application to enter NOH.

5. Previous Experience and Background: A brief description should include a listing of prior projects undertaken and outcomes achieved within the past five (5) years, and a description of the business background of the offeror, including a description of the organization's fiscal management capability.

Format: Proposals shall be typed and single-spaced with one-inch margins and twelve-point or larger font shall be used. Number all pages and include a table of contents that identifies each of the required sections, as well as any appropriate attachments.

Section VI Proposal Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at David.Francis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference RFP #7458076 on all correspondence should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked
"RFP # 7485076" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

In addition to the multiple hard copies of the proposals required, respondents are requested to provide their proposals in electronic format (CD ROM, Diskette, or Flash Drive). Microsoft Word/ Excel or PDF format is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked "original".

RESPONSE CONTENTS

Responses should include the following:

- 1) A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
- 2) A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
- 3) A letter of transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the DHS. The signature of the official with legal authority to bind the organization into a contractual agreement must also be included.
- 4) A separate sealed Cost Proposal is required as stated in Section IV: Funding and Budget (an original plus five (5) copies).
- 5) A separate Technical Proposal is required as stated in Section V: Technical Proposal (an original plus five (5) copies).

Proposal Scoring Criteria

An RFP review panel will be convened in order to evaluate proposals both on programmatic and technical merits. Each proposal submitted will be scored and ranked according to required elements as defined below. Only those receiving scores above 70% (105 points) will be considered for funding.

- | | |
|--|-------------|
| 1. Program summary | 5 points |
| 2. Needs/resources | 10 points |
| 3. Proposed program description | 85 points |
| a. Understanding of State's requirements | (5 points) |
| b. Outreach/recruitment | (10 points) |
| c. Strategies for achieving outcomes | (25 points) |
| d. Linkage, tracking, follow-up | (20 points) |
| e. Support/communication with DHS | (15 points) |
| f. Project review/revision | (10 points) |
| 4. Implementation plan/organizational capacity | 30 points |
| a. Staffing | (10 points) |
| b. Budget appropriateness | (20 points) |
| 5. Previous experience and background | 15 points |
| 6. Overall quality | 5 points |

Total points	150 points
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Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Notwithstanding the foregoing, the State reserves the right to accept or reject any or all bids, options, or proposals and to act in its own best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

Addendum 1

Youth Success Regions

<u>Regions</u>	<u>Cities/Towns Served</u>
Northern Rhode Island	Burrillville, Central Falls, Cranston, Cumberland, East Providence, Foster, Glocester, Johnston, Lincoln, North Providence, North Smithfield, Pawtucket, Scituate, Smithfield, and Woonsocket.
Providence Region	Providence
Southern Rhode Island	Barrington, Bristol, Coventry, Charlestown, East Greenwich, Exeter, Hopkinton, Jamestown, Little Compton, Middletown, Narragansett, New Shoreham, Newport, North Kingstown, Portsmouth, Richmond, South Kingstown, Tiverton, Warren, Warwick, West Greenwich, West Warwick, and Westerly.

N.B.: The State will prefer proposals that restrict provider assignment to one agency per city or town, with the exception of Providence, which could be split between two agencies.

New Opportunity Homes Quarterly Process Reports

Reporting Period: JAN/FEB/MAR_____ APR/MAY/JUN_____
JUL/AUG/SEP_____ OCT/NOV/DEC _____

Year: _____

NOH Residence: _____

Capacity: Teens _____ # Children _____ #

Current Residents: Pregnant Teens _____ # Teen Mothers _____ # Infants/Toddlers _____ #

Current DCYF Involved: Pregnant Teens _____ # Teen Mothers _____ # Infants/Toddlers _____ #

Total Current DCYF Teen Residents: _____ # (_____ %)

All items below relate to the three-month reporting period, as noted above. Totals may exceed capacity.

Total Residents during Quarter:

Pregnant Teens _____ # Teen Mothers _____ # Infants/Toddlers _____ #

Total DCYF Involved Teens during Quarter: _____ # (_____ %)

While reporting for the quarter, from this point forward, count pregnant/parenting teens only, not their children.

Residents Enrolled in Youth Success: _____ # (_____ %)

Residents Participating Successfully in YS: _____ # (_____ %)

Discharged Residents Continuing with YS: _____ # (_____ %)

Average Length of Stay for All Residents from Intake to Current Date: _____ months

Average Length of Time to Link to Education: _____ days

Average Length of Time to Link to Child Care: _____ days

During this quarter –

Graduated: _____ # (_____ %)

Discharged before Graduation: _____ # (_____ %)

Discharged to DCYF Placement: _____ # (_____ %)

Discharges (Add additional discharges on the back of this report.):

Resident's Name _____

Discharge Date _____ Length of Residency _____

Person/Agency Supervising TEEN after Discharge _____

Person/Agency Supervising CHILD after Discharge _____

Reason for Discharge: Aged out ____ Parent Signed Out ____ AWOL ____

Hospitalization ____ Noncompliance w/Rules ____ Child Abuse/Neglect ____

Assault ____ Assault w/Weapon ____ Other _____

Reported by: _____ Dated: _____

NOH Residence: _____ Date: _____

	Teen Name 1	Teen Name 2	Teen Name 3	Teen Name 4	Teen Name 5	Teen Name 6
Participant ID						
Teen's DOB/age						
City of Origin						
School / Grade Level						
IEP / Sp. Ed? Y / N						
Primary Language						
Date of NOH Entry						
Baby's DOB/age						
Due Date, if PG						
DCYF involved? Y / N						
If so, legal status?						
Hx of Substance Use?						
If so, in treatment?						
MH Treatment? Y / N						
If so, where?						
FOB involved? Y / N						
If so, who?						
Financial Literacy Trg Completed?						
Parenting Training Completed?						
Adult Daily Living Skills? (first aid, personal documents in teen's possession, etc.)						
Nutritional Guidance Completed?						
Driver's License / Bus Competence						
Sexual Health / Safety Trained?						
Job Readiness Skills?						
Self-Advocacy Skills?						
Other Needs Identified:						
Outside Resources Needed:						

NOH Residence: _____ Date: _____

Have there been changes in residence's personnel during the last quarter? If so, who left and/or who joined the staff? For any new staff, attach résumé.

Have there been significant home maintenance or repair issues in the last quarter? If so, what happened, what was repaired, and what remains needing attention?

Have there been issues around the licensing status of this residence, during the last quarter? If so, what was the issue and what has been done to address the issue? Are there any matters still remaining to be addressed?

Accomplishments towards program goals:

Major changes, implemented or planned, in program or services:

Other comments:
